

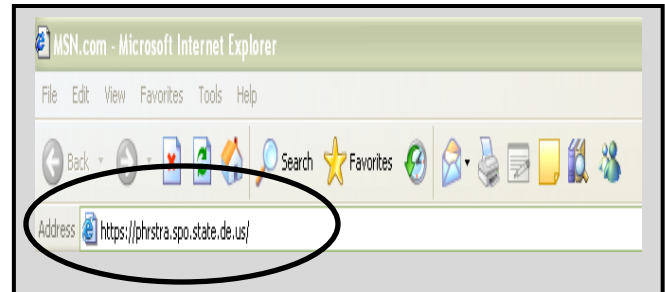
## ePay Quick Reference Guide

# A

## First Time Self-Service Login Instructions

### First Time Self-Service Login ONLY:

1. Open Internet Browser (For Example: Internet Explorer)
2. Type the secure self-service web address in **Address Box**
  - <https://phstrapd.spo.state.de.us/>
3. Press **Enter** or Click **Go**
4. Enter **User ID** (User ID = 6 digit Employee ID number)
5. Enter **Default Password** in **Password box** = **de\$mmdd####**  
**de** = de (for Delaware) **\$** = \$ (Dollar Sign Symbol on Keyboard)  
**mm** = your birth month (Example: 04 for April birth month)  
**dd** = your birth day (Example: 26 for the 26<sup>th</sup> day of birth month)  
**####** = last 4 digits of your Social Security Number
6. Click **Sign In**
  - You will immediately be prompted to change your password.
7. Click **Change Password**.
8. Enter current **Password** = **de\$mmdd####** (See Step 5)
9. Create and Enter a new strong **Unique Personal Password**
  - The strong unique password you create **must** be at least 8 characters long and include alpha characters and at least 1 number and 1 special character
10. Enter your new strong **Unique Personal Password** again
11. Click **Change Password**
  - Message will appear: **"Your password has been changed"**
12. Click **OK**
13. Click **Employee Self Service** (Step C) or Click **Sign Out**



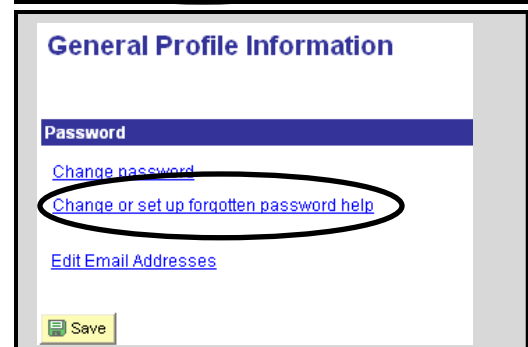
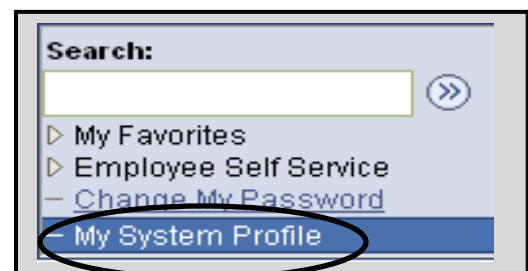
# B

## Set Up "Forgot your Password"

### Steps to set up "Forgot your Password":

*Forgot your Password* can **only** be used within the State of Delaware system. Once setup, *Forgot your Password* will send email notification with new password to the **Primary Email Account**.

1. Click **My System Profile**
  - General Profile Information window opens
2. Click **Edit Email Addresses** and enter one or more email addresses
3. Click **Primary Email Account** box
  - **Primary Email Account** can be changed any time
4. Select **Email Type**
5. Enter your Email Address in box
6. Click **OK**
  - Returns you to General Profile Information window
7. Click **Change or set up forgotten password help**
8. Select **Question** from drop down menu
9. Type the answer to your selected question in the **Response** box
10. Click **OK**
  - Returns you to General Profile Information window
11. Click **Save**
12. Click **Employee Self Service** (Step C) or Click **Sign Out**





## Self-Service Login After Changing Default Password

### View Paycheck

[Printer Friendly](#)

Company:  
State of Delaware  
Address:  
820 Silver Lake Blvd, Suite 100  
Dover, DE 19904

Net Pay: \$1,164.15  
Pay Begin Date: 01/18/2009  
Pay End Date: 01/31/2009  
Check Date: 02/13/2009  
[View a Different Payment](#)

<b>General</b>	
Name:	Business Unit: STODU
Employee ID:	Pay Group: State of Delaware
Address:	Department:
	Location:
	Job Title:
	Pay Rate: \$1,437.92 Biweekly

<b>Pay Data</b>	
Fed Marital Status: Married	DE Marital Status: Married, joint return
Fed Allowances: 5	DE Allowances: 5
Fed Adm Percent: 0.000	DE Adm Percent: 0.000
Fed Adm Amount: \$0.00	DE Adm Amount: \$0.00

<b>Paycheck Summary</b>				
	Gross Earnings	Fed St Taxable Gross	Total Taxes	Total Deductions
Current	1,437.92	1,360.20	164.71	109.06
YTD	5,751.68	5,479.52	667.61	396.52
				Net Pay 1,164.15

<b>Earnings</b>				
Description	Hours	Rate	Amount	YTD Amount
RegularPay	75.00	19.172308	1,437.92	5,751.68
Total:	75.00		1,437.92	5,751.68

<b>Taxes</b>		
Description	Amount	YTD Amount
Fed Withholding	35.00	144.01
Fed MEDVEE	19.72	79.44
Fed OASDVEE	84.33	339.87
DE Withholding	25.60	104.49
Total:	164.71	667.61

<b>Before Tax Deductions</b>		
Description	Amount	YTD Amount
Medical BT	13.20	39.60
Dental BT	24.52	73.56
HHCareSp	40.00	160.00
Total:	77.72	273.16

<b>After Tax Deductions</b>		
Description	Amount	YTD Amount
MHNLIFE	8.16	32.64
SupBen	21.18	84.72
UNWaySECC	2.00	8.00
Total:	31.34	125.36

<b>Employer Paid Benefits</b>		
Description	Amount	YTD Amount
Medical BT	358.85	1,076.55
*Taxable		
Total:	358.85	1,076.55

<b>Net Pay Distribution</b>			
Payment Type	Paycheck Number	Account Type	Amount
Direct Deposit		Checking	1,164.15

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3. Press **Enter** or Click **Go**
4. Enter **User ID** (User ID = 6-digit Employee ID number)
5. Enter your strong **Unique Personal Password** in **Password box**
6. Click **Sign In**
7. Click **Employee Self Service**
8. Click **Payroll and Compensation**
9. Click **View Paycheck**
  - The page displays the most current pay data

### View Prior Paychecks:

1. Click **View a Different Payment**, on the current pay data page
2. Click **Pay Period End Date** for the pay data to view
  - The page displays selected pay data

### Login Issues?

Contact the Employee Self-Service Call Center toll-free at (866)751-7833

### Need More Information?

For ePay Information, Employee Announcements, Employee Messages and User Account Assistance, visit the Employee Communications web site:

[www.omb.delaware.gov/epay](http://www.omb.delaware.gov/epay)

### View Paycheck

[Printer Friendly](#)

Company:  
State of Delaware  
Address:  
820 Silver Lake Blvd, Suite 100  
Dover, DE 19904

Net Pay: \$428.43  
Pay Begin Date: 02/01/2009  
Pay End Date: 02/14/2009  
Check Date: 04/05/2009  
[View a Different Payment](#)

